



*Advocacy. Education. Representation*

## IDAHO LEGAL AID SERVICES

Administrative Office: 1447 S. Tyrell Lane, Boise, Idaho 83706-4044 |  
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### PLEASE CIRCULATE/POST POSITION ANNOUNCEMENT

#### **Development Director**

Idaho Legal Aid Services, Inc. (ILAS) is seeking applicants for a Development Director at its Boise, Idaho, office. The Development Director will work with ILAS's administrative team and regional staff to generate funding to serve the critical legal needs of low income Idahoans, including victims of domestic violence and sexual assault, seniors, children, those facing homelessness, and other vulnerable persons. This is a full time position of 37.5 hours per week.

Idaho Legal Aid Services is a statewide nonprofit law firm that provides free legal services to low income persons in civil matters. Our mission is to provide high quality advocacy, education and representation to vulnerable Idahoans. We have served Idaho for more than 50 years. Regional offices are located in Coeur d'Alene, Lewiston, Nampa, Boise, Twin Falls, Pocatello, and Idaho Falls. A satellite office is located at the Nampa Family Justice Center. ILAS also has a Farmworker Law Unit, an Indian Law Unit, and three attorney-staffed legal advice lines. More information is available at [www.idaholegalaid.org](http://www.idaholegalaid.org).

#### Position Duties:

- Develop and implement annual fundraising plan
- Collaborate with regional offices and statewide organizations to discover community needs and identify funding opportunities
- Complete and submit grant proposals for all seven ILAS offices
- Maintain grant database
- Provide board of directors with fundraising reports at quarterly meetings
- Coordinate annual Access to Justice Idaho fundraising campaign including developing donor-centric solicitation, cultivation, and acknowledgment materials
- Raise community awareness through communication activities including managing social media accounts, creating press releases, etc.
- Grow a major gifts program including identification, cultivation and solicitation of major donors
- Oversee prospect research
- Oversee creation of publications to support fundraising activities
- Maintain gift/donor recognition programs
- Generate program Annual Report

Requirements:

- A dedication to ILAS's mission of ensuring equal access to justice for low income Idahoans
- Bachelor's Degree
- Self-starter
- Previous experience in nonprofit resource development: preferential consideration for experience in government grant-writing
- Excellent written and verbal communication skills
- Excellent attention to detail
- Excellent planning, organization and management skills
- Ability to work independently in a deadline-oriented environment
- Ability to work well with others in a positive and professional manner

ILAS provides excellent opportunities for meaningful work and the professional growth of its employees. The person hired for the position must believe in ILAS's mission of providing equal access to justice. The entry-level annual salary for this position is \$40,000+ (DOE). Excellent benefits including life, health, dental, and disability insurance. Generous paid sick and vacation benefits as well as retirement plan. Relocation assistance available.

Email cover letter, resume, writing sample, and three references to [bevallen@idaholegalaid.org](mailto:bevallen@idaholegalaid.org) by December 30, 2019. ILAS is an equal opportunity, affirmative action employer.